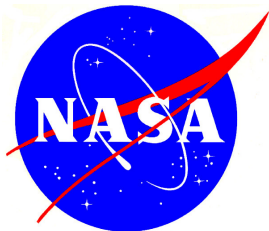**Office of the Chief Financial Officer**

Integrated Financial Management Program

Core Financial

Course Name: Report Generation – Purchasing

Course Guide

National Aeronautics and
Space Administration

Introduction

This guide provides information that will be shared during the training course session.

Course Structure
This course covers the basic SAP functionality that is needed to perform specific activities pertaining to your role. Information beyond the scope of this class may be obtain from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role
A trainer role in this training session is to:
- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

End-user Role
An end-user's role in this training session is to:
- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance
SAP provides an integrated and automated means to display reports (i.e., standard and custom), select criteria for only necessary data, and drill down to more detailed information concerning the data within the report. In addition, the reports can be printed when needed or exported to another application (e.g., Excel) so that it can be further formatted to meet the needs of the end-user.

BW also provides an automated means to display reports, select criteria, drilldown, print, and export the data into Excel. BW is accessed via a web browser from any computer. This reporting system is utilized when an end-user needs analytical information and not transactional data. Usually, BW reports are not offered in SAP R/3 and do not contain the current day's data.

Module Structure
This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content
Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review
The trainer reviews key topic information at the conclusion of each topic.

Scenario
The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

> Scenario Example: The Consumption Data Processor has received an Excel spreadsheet itemizing the square footage by project that is expected for use in the following year. Update the plan project consumption data accordingly.

Demonstration
Trainer shows end-users how to perform the business activity in SAP.

Exercise
End-users practice the activity in the SAP training database.

Agenda
- Introduction – 0:15 hr
- Background Knowledge – 0:10 hr
- Topic 1: SAP R/3 Report Generation – 1:00 hr
  - Activity 1: Select Criteria 0:20 hr
  - Activity 2: Drill Down 0:20 hr
  - Activity 3: Display Layout 0:10 hr
  - Activity 4: Print and Export a Report 0:10 hr
- Topic 2: BW Report Generation – 0:30 hr
  - Activity 1: Running a BW Query from a Web Browser 0:30 hr
- Topic 3: Evaluate Workload – 0:10 hr
- Topic 4: Display List of Vendors – 0:10 hr
- Topic 5: Purchasing Award Document Detail Analysis – 0:20 hr
  - Activity 1: Purchasing Award Document Detail Analysis 0:15 hr
- Topic 6: Workflow Document Tracking – 0:15 hr
- Topic 7: Purchasing Values Detail/Summary Analysis – 0:15 hr
- Topic 8: Generate Adhoc Queries/Report – Requisitions – 0:20 hr
  - Activity 1: Generate Adhoc Queries/Report – Requisitions 0:20 hr
- Topic 9: Generate Adhoc Queries/Report – PO/Contracts – 0:20 hr
- Course Summary – 0:15 hr
- Total – 4:00 hrs